

**S: 2 June 2003**

29 April 2003

CEHR-D (690-400)

MEMORANDUM FOR STAFF PRINCIPALS, HQUSACE, COMMANDERS/DIRECTORS,  
MAJOR SUBORDINATE COMMANDS, AND FIELD OPERATING  
ACTIVITIES

SUBJECT: Nomination and Selection Process for the 2003 Emerging Leaders Conference

1. The Sixteenth Annual Emerging Leaders Conference (ELC) will be held 1-7 August 2003 in Portland, Oregon in conjunction with the USACE Senior Leaders Conference (SLC). For those of you who have seen the ELC program evolve throughout the years, you know first hand what a successful program this has become and what a tremendous experience it is for those who have the opportunity to attend. We are now calling upon you to help identify enthusiastic and dedicated Corps members who exhibit leadership talents and capabilities to participate in the 2003 ELC.
2. The objective of the ELC is to provide mid-level employees a unique experience to identify and further refine their leadership competencies. This is accomplished through participation in the two and a half-day intense and rigorous leadership development workshop the weekend prior to the SLC. The workshop portion is followed by the integration of the ELC into the SLC where participants have the opportunity to interact with the senior leaders and gain a broader perspective on the issues being addressed at the executive level.
3. Eligible candidates are Corps members at the GS-09 through GS-12, WG-09 and above, and company-grade officer level. Attached to this memorandum is information and guidance concerning the ELC nomination and selection process. This guidance includes the allocation table; instructions for nominating, selecting and referring candidates; and procedures and forms for completing the nomination packages. Please note that nomination packages must be received by the ELC Program Manager not later than 2 June 2003, and completed packages are to be sent electronically. Please do not send hardcopies.
4. The information and guidance furnished in this memo will also be posted on the ELC website. To access the website, go to the HQUSACE Home Page at [www.hq.usace.mil](http://www.hq.usace.mil) and select Human Resources. Then select Human Resources Development Division. You will find the ELC website on the left of the page.

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Meanwhile, should you need assistance or additional guidance concerning the ELC program please contact Margaret Tindal-Fisher, ELC Program Manager, CEHR-D, at (202) 761-8997.

FOR THE COMMANDER:

Enclosures

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SUSAN DUNCAN  
Director of Human Resources